

Powhiri (Welcome Ceremony):

Please contact Huia Davis at 07 8787812 to arrange the powhiri ceremony.

Bookings and Payment:

Please make any cheques payable to “Matua Iwi Marae”

What to Bring:

1. All food supplies for your group (there is a small freezer and large cold store available).
2. Butcher's knife, vegetable knives, rubbish bags, detergent, disinfectant, liquid scourer and sufficient toilet paper for the duration of your stay.
3. Each person is to bring a sleeping bag, bottom sheet, pillow and pillow case.

Expected Behaviour:

Whare Puni (Meeting house) and playcentre:

Please respect this area by:

- Removing all footwear before entering.
- Playing and eating outside (no food or drink should be taken inside).
- Taking care not to walk over mattresses or to sit on pillows.
- Keeping personal gear, clothing, etc neatly packed away (please do not hang towels, etc over the carvings).
- Leaving the Whare Puni as you found it. Please vacuum the floors before leaving.

Whare Kai (Kitchen and Dining Room):

Please respect this area by:

- Leaving it clean and tidy at all times.
- Keeping benches and sinks clear of dishes and sweeping floors daily.
- Placing filled rubbish bags on top of the bench outside the kitchen for collection.
- Lighting the furnace fire for hot water when necessary (wood by the skyline garage).
- Washing and hanging out used tea towels to dry when you leave.
- Eating all meals in the Dining Room.
- Ensuring the Dining Room is not used as sleeping quarters.

Whare Paku (Ablutions Block):

- Please clean this area daily and dispose of any rubbish appropriately

Play Areas:

- For your safety, stay within the outer boundary fence.
- Please respect the urupa (cemetery).
- Please take care of the young plants and trees, as many are gifts that have been planted by other visitors to the marae.

The Playcentre:

Please note that the Playcentre is in use by a local group on Monday mornings from 10.00am -12.30pm – unless arrangements are made with the marae prior to your visit.

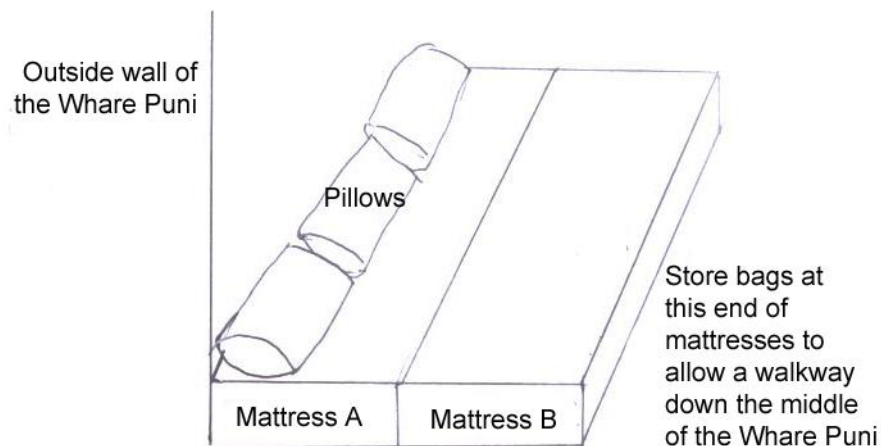
Other Visitors:

Tokikapu Marae is the gathering place for many groups within our community. Sharing the marae facility, during the daytime, is a part of the marae culture. Any visitors or groups, who arrange to meet at the marae while a school is staying, will introduce themselves and will endeavour not to inconvenience the school's programme.

Suggested Bedding Plan for Groups

When staying at Tokikapu we suggest that schools arrange the Whare Puni to enable the space to be used appropriately for activities during the day and sleeping at night.

Below is a diagram showing the layout for sleeping in which three people sleep across two mattresses covered by a bottom sheet. Heads are placed towards the outside walls of the whare puni and luggage is stored neatly at the foot of the beds. During the day students may pack up their bedding and place Mattress B (refer to the diagram below) directly on top of Mattress A to form seating. Please emphasize to students that it is inappropriate to sit on pillows or walk over mattresses. For safety reasons we suggest that adults sleep near the whare puni exits.



TOKIKAPU MARAE

Ko Waitomo te awa

Ko Rangitoto te maunga

Ko Uekaha te tangata

Ko Tokikapu te marae